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ABSTRACT

The problems associated with the acquisition of periodicals from various sources and different systems used by two University of Alabama libraries for the acquisition, controlling, and recording of serials are described in this report. Sources identified and discussed include local sources and suppliers, direct subscriptions placed with publishers, special departments designed to handle subscriptions on behalf of libraries, and exchange agreements. To insure prompt and efficient service, it is suggested that librarians should acquire periodicals from the most advantageous combination of the several sources available. The two systems described for acquisition, controlling, and recording of serials are a computer system used by the Lister Hill Library of Health Services and a visible and blind card system used by the Merve H. Stern Memorial Library. Description of the computer system includes criteria used by the Lister Library for evaluating new periodicals, important features of the computer system, procedures for updating the files for bibliographic records and serial expenditures, and computer generated reports and products. Discussion of the two card systems used at the Merve H. Stern Library focuses on cataloging, maintenance and updating procedures for periodical holdings; examples of cards and forms used at the library are included. A selected list of references is appended. (JPF)

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THE SERIAL PERPLEX

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"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

Maree M. Blackwell

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) AND USERS OF THE ERIC SYSTEM."

Pearl Chopra, M.A.
Learning Resource Center
School of Nursing
University of Alabama in Birmingham

University of Alabama in Birmingham
1978

IR006114

TABLE OF CONTENTS

		Page
I.	INTRODUCTION.	1
II	PROBLEMS IN ACQUISITION OF PERIODICALS	2
III.	THE SYSTEMS FOR ACCESSIONING, CONTROLLING, AND RECORDING OF SERIALS	7
	(a) Computer System (followed by the Lister Hill Library of the Health Sciences, University of Alabama in Birmingham)	7
	(b) Card Systems (followed by the Merve H. Stern Memorial Library, University of Alabama in Birmingham) . .	18

I. INTRODUCTION

Knowledge is a dynamic continum. Research activity in every field of knowledge is progressing with tremendous pace resulting in the increase in the specialization of a very minute and limited area of a subject. The research findings must be published in order to promote understaiding of a subject. The need for a coordinated, rapid and accurate transmission of data led to a demand for a means of publishing such information. Since it is not possible to publish short booklets or leaflets, the increase in research activity has led to an extensive periodical publication. This is one of the chief reasons for the importance of periodicals, because new knowledge achieves faster dissemination than it would if it was produced in book form. Therefore acquisition of periodicals is a vital part of library work.

II. Problems in Acquisition of Periodicals

The term "periodical" has been interpreted as a publication in a continuous series with a consecutive number and no predetermined end. Generally it includes serial, journal, memoir, transaction, proceeding, official organ, etc. Information contained in periodicals is usually more up to date than the material published in book form. Periodicals report the results of recent research more quickly than do book publications. For instance information on new processes and techniques can appear within weeks of formulation if published in periodical articles, whereas it could take several years before appearing in book form. Thus to keep researchers abreast of the latest developments, it has become essential to acquire periodicals, the acquisition of which involves several problems.

Periodicals can be acquired from local sources or suppliers but this method can have certain limitations. Rarely will a local supplier be willing to undertake to supply all the periodicals which a library will need. Highly specialized items can rarely be present in a small town. Most local suppliers can be prevailed upon to supply periodicals at small discounts. This can be a double-edged weapon, because a bad supplier often is able to hold on to a contract despite the bad service merely because he is willing to supply at a discount. But the discount which is usually of the order of 2½%, can be quite significant where large numbers of periodicals are taken. However, careful consideration should be given to such discounts before overlooking efficient services of other suppliers who do not offer any discounts. The fact that another supplier is unwilling to offer

discounts may well mean that he realizes that in order to provide good service he will need to keep a reasonable staff and pay them at a level at which it would be uneconomical to give a discount. A reliable supplier will save library staff time far in excess of the amount of any small discount. Another serious disadvantage of a local supplier is that he, very often, will accept commissions to obtain certain periodicals and then arrange with a publisher to supply direct to the library. In these circumstances the nondelivery of a periodical causes endless difficulties if the situation is not firmly dealt with. The local supplier, though normally responsible, will usually disclaim all knowledge of the reasons for nondelivery and will place the blame upon the publisher with whom the subscription was placed. He will then, in all probability, advise the librarian to take the matter up directly with the publisher. When the librarian accepts this situation and writes to the publisher he will usually receive the reply that the publisher has no knowledge of any subscription to X periodical from Y Library, as the publisher will have registered the subscription in the name of the local supplier. Thus the librarian should not allow himself to be persuaded to do the supplier's work. Suppliers must be firmly dealt with even to the extent of the threatened withdrawal of the contract. Complications can be caused by differing discounts given according to the frequencies of periodicals.

Another method of acquiring periodicals is through direct subscriptions placed with the publisher. The publisher usually charges a fee direct from the library for supplying serials as soon as they are published. The publisher is then directly responsible

for prompt delivery of the publications. Economies in rates for two- or three-year subscriptions are possible, but as periodicals are invoiced separately every year, it increases the clerical work needed to check a multiplicity of individual invoices.

Membership of a publishing society is another means of obtaining periodicals. A subscription to a learned society usually carries with it the right to obtain periodicals either free or at a considerable discount, although membership subscriptions are frequently high.

A range of periodicals can be obtained as donations, gesture of goodwill or as a means to increase readership and circulation. Some publishers donate to advertise the periodicals for attracting potential subscribers. However, while accepting the donations or gifts, a careful consideration should be given to the affiliation of the donors. For example, accepting donations from one political or religious association may be followed by several other such offers. Due to the limitations imposed by space and maintenance expenses, it is not possible to accept and display all publications, published mainly for propanganda purposes. Rejection of some donations and displaying others may result in the criticism of the librarian who is then accused of being biased.

Periodicals could be obtained through special departments designed to handle subscriptions to periodicals on behalf of libraries. These departments are staffed by the specialists who are familiar with complexities of serial publications and foreign currency difficulties. For providing expertise and efficient service, a fee is charged and discounts are not given. Although this is a legitimate trade practice, such service fees and the absence of discounts

prejudice librarians against this system. Since specialists are essentially acting as agents, it is necessary that clear instructions regarding acquisitions, i.e., nonreceipt, late deliveries, duplicates, etc., are given to the agent. To do this the librarian relies on its acquisition records. In case of nonreceipt of periodicals, it is important to trace the problem, i.e., whether the agent has made a mistake or the library has transmitted an incorrect information. If the problem of nondelivery of periodicals from various publishers continues, then it is essential to change the agent.

Periodicals are also obtained by exchange agreements. Significant financial savings can result and prompt delivery can be assured, but many libraries do not indulge in this method, as libraries rarely have anything to exchange. It is a pity that librarians fail to take a full part in this program of exchanges, particularly of foreign material, which is so often lacking in libraries, and can frequently be obtained through exchange agreements. This necessitates investigation into the possibilities of purchasing duplicate copies of certain periodicals with a view to offering them in exchange for required foreign material.

One of the important considerations in the establishment of a program for the acquisition of periodicals is to ensure that a procedure is established which ensures that the title pages and indexes to periodicals are also delivered promptly. Not all periodicals are indexed by their publishers—a factor which considerably reduces their utility. Both from the point of view of binding and subsequent cataloging it is important that title pages and indexes are obtained. Thus the librarian has to secure, at the time of first ordering from

the publisher, a statement of the indexing arrangements of a periodical.

Thus to ensure prompt and efficient service, librarians should acquire periodicals from the most advantageous combination of several sources available.

III. Systems Used for Accessioning, Controlling, and Recording of Serials:

Worldwide survey has indicated that most readers are mainly interested in utilizing information contained in periodical publications in order to pursue research and study in their field. Maintaining proper and effective records for serials is the basis of efficient service provided to the library's periodical readers. Although human curiosity, desire for knowledge, beauty of the building, comfort of furniture or sophisticacy of the atmosphere, or utility may bring a reader to the library, it is the service which a particular library provides that attracts the reader to any library. For this purpose the importance of accurate and up-to-date recording of all periodicals cannot be too highly stressed. Records are required to ensure that all issues of a particular periodical are received on time. They provide the evidence from which invoices can be checked and passed for payment. The tasks of cataloging and constructing holdings' lists are made considerably easier. Records become inevitable and indispensable where libraries carry out an extensive circulation program or receive vast numbers of periodicals. There are essentially three types of recording systems.

a. Computer Systems

b. Card Records

c. Book Records (a method abandoned by most libraries; not discussed in this paper)

The Medical Center Library of the University of Alabama in Birmingham

(a) Computer Systems

The Lister Hill Library of the Health Sciences serves the Medical

Center of U.A.B. which is comprised of Schools of Medicine, Nursing, Dentistry, Optometry, and the School of Public and Allied Health. The term "Health Sciences" presents a good indication of the Librarys' scope. The library has the responsibility for acquiring and making available materials concerning all aspects of the health related areas. The library has a policy of subscribing to every major national and international medical, dental, and nursing publication. The following list presents the health areas covered in the collection.

Anatomy	Dermatology	Nutrition
Anesthesiology	Endocrinology	Obstetrics and Gynecology
Biochemistry	Epidemiology	Ophthalmology
Biocommunications	Gastroenterology	Optometry
Bioengineering	Genetics	Pathology
Biology	Hematology	Pediatrics
Biophysics	Immunology	Pharmacology
Cancer	Microbiology	Physiology
Cardiology	Nephrology	Psychiatry
Comparative Medicine	Neurology	Radiology
Dentistry	Nursing	Surgery

Criteria followed for Evaluating Periodicals

1. Does the book fit the Library's scope?
2. Has the book been reviewed? If so, favorably or unfavorably?
3. Does the Journal have a good bibliography or good reference sections?
4. Does the Journal have illustrations which amplify the text? Are the illustrations clear and do they represent the caption?
5. Is the text printed clearly?

LISTER HILL LIBRARY OF THE HEALTH SCIENCES—
LIBRARY PURCHASE RECOMMENDATION FOR PERIODICALS

THIS SIDE TO BE FILLED IN BY THE REQUESTER

BIBLIOGRAPHIC INFORMATION

Title: _____

_____

_____

Series: _____

Publisher: _____

Volume: _____ Year: _____ Price: _____

Source: _____

REQUESTER INFORMATION

Name: _____

Faculty Rank: _____

Department: _____ School: _____

Telephone: _____ Date requested: _____

Reason Requested:
____For Reserve Collection
____For Reference Collection
____For General Collection
____For Extension Library
____Other (please specify)

Do you want to be notified when the book arrives?
____Yes
____No

THIS SIDE TO BE FILLED IN BY LIBRARY PERSONNEL

ACQUISITIONS INFORMATION

Verified in: _____

Holdings and Publication Notes:
____out of print
____out of scope
____already in Lister Hill Library Collection
____already in Mervyn Sterne Library Collection
____not a book—referred to Periodicals Dept.
____continuation—check with Periodicals Dept.
____hold to order later because
____insufficient information to order now
____insufficient funds to order now
____books has not yet been published
____have other editions of this work
____have other volumes in this series
____have other works by this author
____latest colume stays on reference
____latest volume stays on reserve
____buy to replace lost volume
____buy as an additional copy
____buy multiple copies
____see attached information for details
____other

ORDER INFORMATION

Approved / / or Disapproved / / for Purchase

by: _____ date: _____
(If disapproved, see reason checked above)

Date Ordered: _____ Vendor _____

Date Received: _____

Date Requester Notified: _____

6. Is the Journal arranged in an orderly manner?
7. Does the Journal contain an index? If so, is the index fairly detailed?
8. Is the publisher a reputable one?
9. For what audience is the Journal published? (Graduate student, M.D., layman)
10. The composition of the editorial board.
11. Access to the journal through index tools.
12. Does a foreign language journal have an English language summary?
13. What type of material is contained in the journal?
14. What are the Library's present holdings on the subject covered by a periodical?
15. Has a faculty member requested the journal?
16. Has it been ordered frequently on interlibrary loan?

When adding a new journal to the collection, the availability of back issues is considered. The policy is to buy ten years of back issues for new subscriptions. The library acquires those publications which have been recommended for purchase by faculty members or have a true international reputation and those that fit the Library's scope and level of coverage for a particular area. Multiple copies of the major medical, dental and nursing indices that are in great demand are also purchased. The library receives two copies of some journals. The second copy is acquired for the Extension Library. The Extension Library houses journals that are listed in Abridged Index Medicus.

The library receives journals as gifts from many sources, e.g., federal and state governments, agencies, societies, foundations, and private donors. The usefulness of the gift to the library's collection is evaluated and accepted or rejected as the library deems appropriate.

Requests for current subscriptions are sought from library patrons. As new departments are developed in the Medical Center, the need for new materials is investigated through conferences with the chairman of these departments. Journals published by the U.A.B. System are also acquired by the library.

The Lister Hill Library currently receives approximately 2,000 periodicals. The Library has recently changed over to computerized recording of periodical accessions. All incoming serials are checked in the computer, stamped and color coded for placement in various locations in the library. Red dots indicate placement on the current stacks on the first floor, yellow dots indicate placement with reference material on the first floor, black dots indicate reference on the ground floor and green dots indicate that the copy is for the Extension Library. As many as 40 issues an hour can be checked in on the computer if there are no interruptions.

Any computerized Serial processing system is centered around a sequential master file, and enables a library to gradually build an unusually large serials data base in support of both technical and reader's services. The file can be used successfully both as a basis for an accounting system for serial expenditures and to provide increased bibliographic access to the library's collection of serial.

The following are some of the important features of the computer processing system:

1. Computerized Serial file used for daily processing of serials in a library may contain unlimited serial titles.
2. The system can be extremely flexible and a powerful updating facility.

3. The system can include complete accounting for expenditures for serials. This is particularly useful due to tightening of library budget that has come about with the increased costs of serials.

4. Public or readers lists that include lists by entry, library location, call number, and 'key word' can be produced. Lists that are produced for use by the library staff include lists by fund, serial type, vendor, order number, and computer record number.

5. The system can produce, as a by-product of its updating mechanism, numerous documents used in the day-to-day technical processing of serials, thereby integrating the computer produced public holdings lists with the regular technical processing system. These documents include:

   (a) Weekly accounting reports for serial expenditures.

   (b) Letters to vendors instructing them to cancel subscriptions and/or standing orders, or to send for issues that have not been received.

   (c) Kardex or "visible file" cards, used to record the actual receipt of in-coming issues. These cards contain binding information for the serial and full bibliographic data.

   (d) "New Serial Title Slips" which are sent to the Central recording system or division to inform them of additions or deletions from the library's holdings for inclusion in the next issue.

6. The system can be expanded to include computer printer purchase orders and computer printed catalog cards.

Updating the file: An update usually requires four elements.

1. The record number of the item to be updated.
2. The command, i.e., the type of update to be done. Commands may include:
   (a) PRODUCE a new record for the file.
   (b) ADD data to an existing field.
   (c) CHANGE data in an existing field.
   (d) DELETE an existing field or part of a field.
   (e) INSERT a new field.
   (f) ELIMINATE an entire record, etc.
3. The field where the operation is to be performed.
4. The characters to be changed, added, or deleted.

A simple example, to correct the spelling of a title such as: 'The Journi of Library Automation', which appears in record 12345678, one merely writes:

(1) Record No.	(2) Type of Command	(3) Title	(4) Characters to be checked, added, or deleted.
/	/	/	
12345678	C	2451/AL	

This example indicates that field 245 (the title) in record 12345678 is to be changed so that "al" replaces "i". The computer program automatically expands or contracts the field to perform the change.

Updating the File for Serial Expenditures.

Each payment is entered with its amount (in many currencies), discount, shipping charge, service charge, tax, the invoice number and date, the date upon which the payment was approved, the initials of the person approving the amount, and the pieces paid for.

All this information is keypunched, unless invoices are received in machine readable form (punched cards), and recorded on a magnetic tape cassette. These are copied onto a reel of computer tape for submission to the program being used that updates the file on the computer.

A computer printout can help the bill payer in determining whether the invoice in hand is a duplicate of previously paid invoice, or whether the amount of the bill is substantially different from the previous bill.

In order to aid the bill payer in spotting possible incorrectly billed items, the computer prints warning messages for payments that appear to be duplicates, payments for cancelled or inactive items, payments for items that are recorded as gifts.

The computer provides notification of invoices that should be claimed, either because the item has been on order for an extended period of time or because the bill payer requested such notification when he or she approved the previous invoice for the item. For example, when approving an invoice for a newspaper subscription that covers three months, the bill payer may request notification in three months to claim another invoice, unless it has arrived in the interim.

An important aspect of including payment information in a computer serial file is the need to link records that are related to each other financially, e.g., publications received as a result of membership in an organization—bill payers are directed to pay only for the membership and not for the publication.

Accounting and Management Reports for Serials Expenditures

Computer issues reports that contain cataloging, bibliographic information as well as accounting data. The Computer System can print a weekly report for each serial fund, listing all expenditures made from that fund the previous week, title by title, and expenditures made for all previous weeks, week by week, so that the manager of the fund may gain an idea of the expenditure pattern over time.

The system can be made capable of producing on demand listings of all titles in a particular fund, arranged by either entry, call number, or cost, displaying the amounts paid for titles year by year. Librarians use these reports in order to ascertain the pattern of serial price increases.

Due to the rapidly increasing prices for serials and budget difficulties, libraries, at times, find themselves in a position where their cancellations must equal, in dollar terms their orders for new serials. This rule is applied equally to all serial funds. A list of all serials ordered during the current fiscal year with both actual and estimated expenditures for titles can be received from the computer. In this manner, libraries are able to monitor quite successfully their serial expenditures.

Output System for Bibliographic Information

The serial system can produce a variety of listings containing any or all of the bibliograpic information in the record. These include listings by main entry, call number, key word, type of serial, mode of receipt, library location, order number, vendor, cost, etc.

Additional Output Products of Computer Serial System

The philosophy of any library should be to use the computer file in as many ways as possible to aid the technical processing of serials.

When a record in the computer file has its status changed from "on order" to "active" the computer automatically produces a "Kardex" card for use in checking in the issues of the serial. Such a card can automatically be procured by specifying the computer number of the serial for which a card is desired.

In the same manner, computer can automatically generate reports for use in updating any cooperative listing, e.g., "New Serial Titles," both at the time a serial is first received and when the computer is informed that it has become inactive. Letters to vendors requesting cancellation or for claiming missing issues can be initiated by the library staff issuing a command to the computer.

It is anticipated that output products produced by computer systems will include computer printed worksheets for catalogers to be used in cataloging uncataloged items that are in the computer file, the catalog cards themselves, and the purchase orders for newly ordered serials.

Statistics of serials show that there is a flood, both physical and fiscal, and it is rising. The computer system continues to grow in an evolutionary manner, both in the extent of its coverage (number of titles) and depth of coverage (data elements contained in the file and the variety of output products).

Structured Serial File Computer Systems containing numerous records help in controlling serial expenditures and increase access

to a library's collections. The data base can be put to use in the daily operations of serial processing in the library. It is expected that the growth of computer systems will continue, benefiting the library and its users.

(b) Card Systems

The Periodical Department at the Merve H. Stern Memorial Library uses mainly two types of card systems to record periodicals:

1. Visible card system (Wheeldex and Kardex)
2. Blind card system (Serial Record and Card Catalog)

1. Visible Card System (Wheeldex and Kardex):

Previously periodicals were listed in an alphabetical order by title on strips inserted in the Wheeldex Holdings. Statements were thus recorded.

Examples:

(1) INTER AMERICAN AFFAIRS. v. 23#1, 1969-to date.

(2) IRON AND STEEL ENGINEER. v. 47#6, 1970-to date/Mic. v. 1, 1926-to date

(3) INDIANA MAGAZINE OF HISTORY. v. 1, 1905-v. 40, 1944; v. 42, 1946-v. 62, 1966; v. 63, 1967-v. 65, 1969

Example 1 means that the subscription began with volume 23 and the library has all the issues to date.

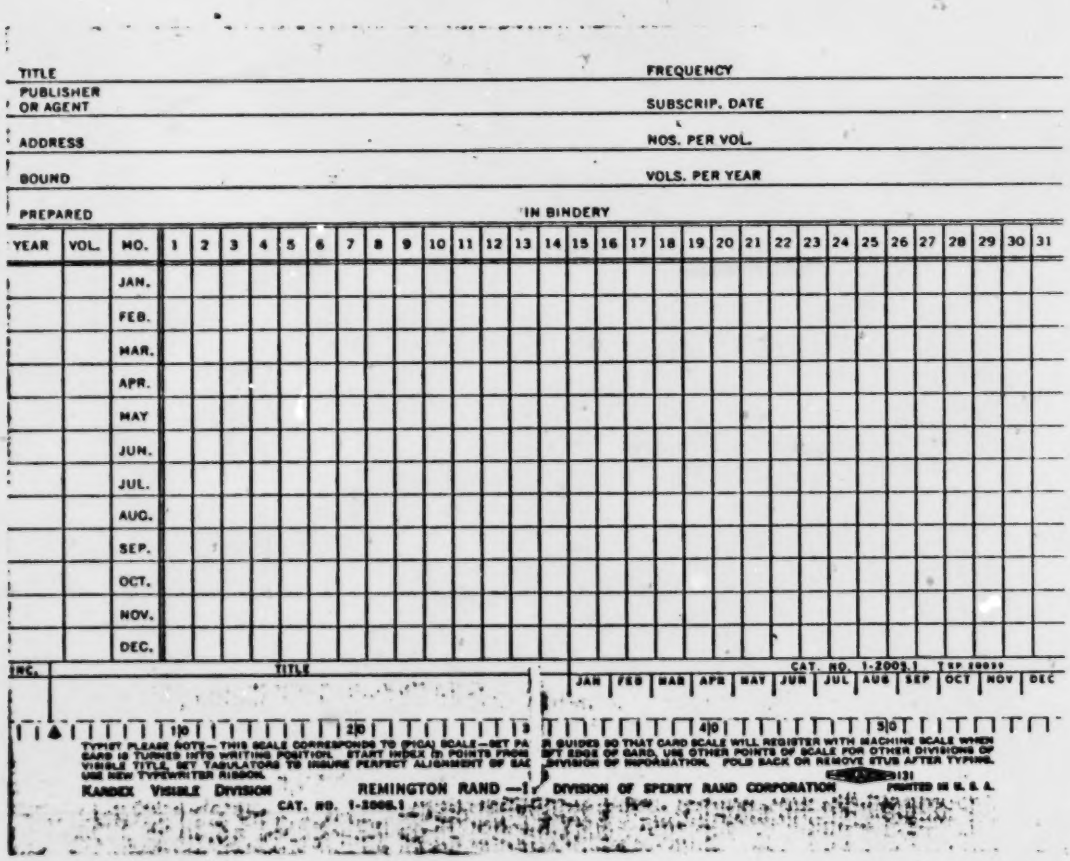
Example 2 indicates that the library has issues to date beginning with volume 47, number 6. In addition, the library has microfilm to date beginning with volume 1.

Example 3 shows that the title is not currently received. This strip lists the volumes which the library has and also indicates the missing volumes.

However, now the Wheeldex contains periodical title strips that show only the titles of periodicals currently received in the library.

Kardex or 'visible file' cards are used to record the actual receipt of incoming issues. As the periodical mail is received in the library, it is entered on these cards. The cards are arranged alphabetically by title. Kardex Card File is a visible checking record metal cabinet, fitted with shallow metal trays. The cards are held in paper pockets. The title of the periodical is typed on the bottom edge of the card. This card is then inserted in paper pocket in such a manner that the title becomes visible through the transparent lower edge of the paper pocket. The Kardex card contains items such as title, year, volume, space for checking current numbers, publisher, title page, index and source, information regarding holdings, bills, location and binding. The date the periodical is received is also entered to facilitate writing for claims.

KARDEX CARDS



1. FOR DAILIES

2.
FOR WEEKLY
PERIODICALS

TITLE FREQUENCY DAY DUE
PUBLISHER OR AGENT SUBSCRIP. DATE
ADDRESS NOS. PER VOL.
BOUND VOLS. PER YEAR
PREPARED IN BINDERY

TITLE PAGE
INDEX

YEAR	SER.	VOL.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	T.P.	I.
			1													
			2													
			3													
			4													
			5													
			1													
			2													
			3													
			4													
			5													
			1													
			2													
			3													
			4													
			5													

INC. TITLE REMINGTON RAND CAT. NO. 1-2007.1 TKP 25041
JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

TYPIST PLEASE NOTE — THIS SCALE CORRESPONDS TO TYPEWRITER (PICA)
KARDEX VISIBLE
CAT. NO. 1-2007.1
SPERRY RAND
TYPE ON PERFORATED LINE, THEN SEPARATE AT PERFORATION AND REMOVE STUB
REMINGTON RAND
OFFICE SYSTEMS DIVISION
PRINTED IN U.S.A.

3.
FOR MONTHLY
PERIODICALS

TITLE FREQUENCY DATE DUE
PUBLISHER OR AGENT SUBSCRIP. DATE
ADDRESS NOS. PER VOL.
BOUND VOLS. PER YEAR
PREPARED IN BINDERY

TITLE PAGE
INDEX

YEAR	SER.	VOL.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	T. P.	I.

INC. TITLE CAT. NO. 1-2008.1
JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

TYPIST PLEASE NOTE — THIS SCALE CORRESPONDS TO TYPEWRITER (PICA)
KARDEX VISIBLE
CAT. NO. 1-2008.1
SPERRY RAND
TYPE ON PERFORATED LINE, THEN SEPARATE AT PERFORATION AND REMOVE STUB
REMINGTON RAND
OFFICE SYSTEMS DIVISION
PRINTED IN U.S.A.

CARDS FOR THE SERIAL RECORDS

CARDS FOR THE SERIAL RECORD

1. Unit Card

Notes

Tracings

Indian administrative & management review.
v.1- Oct/Dec. 1968-
[New Delhi]
10v. 27cm. quarterly.

1. _____
_____

1. Management--Periodicals. 2. Public administration--Periodicals.

See Next Card for Holdings v.1-10; 1925-35

Reference to Holdings Cards for Volumes in the Library

Reference to Holdings Statement

IMPRINT

COLLATION:

1. Total No. of Volumes
2. Height of Periodicals
3. Frequency of issue

2.

Library has those that are checked

51		61		71		81		91	
52		62		72		82		92	
53		63		73		83		93	
54		64		74		84		94	
55		65		75		85		95	
56		66		76		86		96	
57		67		77		87		97	
58		68		78		88		98	
59		69		79		89		99	
60		70		80		90		100	

3.

2,3,4 -
Holdings Cards

Library has

4.

Library has those that are checked

1		11		21		31		41	
2		12		22		32		42	
3		13		23		33		43	
4		14		24		34		44	
5		15		25		35		45	
6		16		26		36		46	
7		17		27		37		47	
8		18		28		38		48	
9		19		29		39		49	
10		20		30		40		50	

One of the advantages of the visible file is that a limited amount of visible signalling is possible along the leading edge of the cards. These signals can be used in a variety of colors and the various aspects expressed by them include, the frequencies of arrival of periodicals, departmental locations, dates for subscription renewal, whether the latest issue of a journal has been received or if a new copy of a missing number has been claimed, and countless other aspects to suit individual requirements. These signals are movable and can traverse the whole length of the visible edge. Furthermore, an exceptional situation calling for attention can be denoted, serving as temporary reminders. Three color codes are used in the Kardex Card File. Red indicates periodicals that are displayed on current stacks. Orange indicates claims to be made and blue signals show that claim has been made.

Blind Card System (Serial Record and Card Catalog):

When 'Serial Record' was established, the Wheeldex was changed to show only a listing of titles currently received in the library. When a title is cataloged, a strip is made for the Wheeldex which has the title and the notation "FOR HOLDINGS SEE SERIAL RECORD". If a particular title changes or ceases or merges with another title or separates into another title, the Wheeldex strip is removed and the latest title put on the Wheeldex. However, all titles remain in Serial Record, which should be consulted first for a title before checking on the Wheeldex to determine if it is currently received. Both the Wheeldex and the Serial Record must be used together to determine that titles and volumes are in the library.

The Serial Record is the official record of periodical titles and holdings in the library. When a title is cataloged, a main

entry catalog card or the unit card with the bibliographical information and tracings and a holdings card is made for placement in the Serial Record. There are no subject or added entries in the Serial Record.

Following the unit catalog card are the holdings cards. Only permanent volumes are recorded on the holdings cards. By permanent volume is meant either bound volumes or microfilms. These are recorded with a ball point pen. When two or more volumes are bound together or are on the same reel of microfilm the volume numbers are bracketed in red. Separate holdings cards are made for titles that are on microfilm and also in bound volumes. Microfilm is indicated by the word 'Microfilm' stamped in the upper left corner of the holdings cards. For many titles the library has both bound volumes and microfilm. In such cases, the holdings cards show the sequential holdings of a title in both formats. If much of the title is on microfilm the holding cards indicating microfilm for the early volumes are filed first, and the card showing bound volumes next and vice versa. When there is duplication of microfilm and bound volumes, the holdings cards with the most number of volumes is filed first. All holdings cards have titles typed on top edge.

The holding statements cary on holding cards in the Serial Record. In some cases it shows all volumes and dates of a particular periodical. For some titles only the last volume owned by the library and the date are shown, and the holdings statement is written thus: v. -15; -1967. On some cards the holdings statement is blank. This means it is a current title but volume 1 is not owned. However, a note indicates the date when the periodical was first published. This is determined from 'New Serial Titles'.

When a new subscription is cataloged or a titled changed, a temporary holdings card is placed in the Serial Record. The temporary holdings card indicates when the subscription began and what issues the library has from that issue to the present time. The Kardex card is the only reliable record to determine what all issues of a title, to date, have been received. When a title, which has been in the library for some time and for which there are bound volumes, is cataloged, a holdings card is made for the bound volumes and the unbound volumes are sent to the bindery. A dummy on the shelf indicates that certain volumes are at the bindery. As bound volumes are received from the bindery they are added to the holdings cards. To do this all cards are removed from the Serial Record, and a temporary card is inserted in their place indicating that the cards and volumes are in the Serials Department. The following is an example of the card.

Cards for this title have been
temporarily removed. Inquire at
the information desk.

Cross References in the Serial Record facilitate its use. When a periodical is cataloged by Corporate entry, The entry for the title 'Transactions of the American Fisheries Society' is—'American Fisheries Society'. The cross reference reads;

Transactions of the American Fisheries Society

see

American Fisheries Society

The Wheeldex strip is under 'American Fisheries Society'. There are no cross references on the Wheeldex.

Sometimes a volume which should be bound is missing an issue, an attempt is made to obtain the missing issues. The request is made to USBE and the request is held for 6 months. During the 6 months a search is made for the missing issue and the incomplete volume is held in the serials department. If the issue is not supplied and the request is returned, the incomplete volume is tied with a string and shelved on periodical shelves. These issues in the library are indicated in pencil on the holdings cards and are available for use during this period.

Periodicals are cataloged in the same manner as books. A full set of cards is made for the card catalog. This set includes the main entry, subject cards, added enteries for Associations, Societies, etc. and in some cases a title entry. All these cards are stamped 'FOR HOLDINGS SEE SERIAL RECORD.' The following are examples of cards for serials inserted in the Card Catalog.

Indian administrative & management review.
v.1- Oct/Dec. 1968-
[New Delhi]
v. 27cm. quarterly.

FOR HOLDINGS SEE SERIAL RECORD

1. Management--Periodicals. 2. Public administration--Periodicals.

1.
UNIT CARD

MANAGEMENT--PERIODICALS

Indian administrative & management review.
v.1- Oct/Dec. 1968-
[New Delhi]
v. 27cm. quarterly.

FOR HOLDINGS SEE SERIAL RECORD

1. Management--Periodicals. 2. Public administration--Periodicals.

2.
SUBJECT CARD

PUBLIC ADMINISTRATION--PERIODICALS

Indian administrative & management review.
v.1- Oct/Dec. 1968-
[New Delhi]
v. 27cm. quarterly.

FOR HOLDINGS SEE SERIAL RECORD

1. Management--Periodicals. 2. Public administration--Periodicals.

3.
SUBJECT CARD

1,2,3--These are inserted in the Card Catalog.

Although the most frequent way to enter periodicals is by title, periodicals which have generic title (Bulletin, Journal, Proceedings, Transactions) are entered by the corporate body. The format of the card is the same except for the entry which is as follows:

American Society of Civil Engineers.

Proceedings. v. 1-10; 1925-35.

Periodicals are cataloged by the titles under which they are issued. Previous titles and later titles are indicated by a note on the catalog card. It is important to read these notes, because there are no cross references from one title to another. The notes serve as cross references.

The Card Records used in the Merve H. Stern Memorial Library, U.A.B. (except for Wheeldex and Kardex, which are visible record files) are examples of the 'blind cards' system commonly used in libraries. It includes filing cards vertically in drawers. The cards are termed blind simply because none of the information they carry can be seen when the cards remain in the drawers. They must be partially withdrawn in order to consult them. The principle advantage is that the cards can be arranged and rearranged as required and interpolations can be made at any point in the sequence. It is also possible to house all information needed for an individual title. The chief disadvantage of the method is that before entries can be made on a card it must be sought in the file and then withdrawn from the sequence and refiled after making the necessary amendments. This is a slow process and mistakes can be made during the refiling operation. However, this system is cheap to install as, other than a standard catalog cabinet, no special equipment is required.

There is a considerable variety of systems which might be used to record periodicals accessions, depending on the basic factor of the number of periodical titles taken by a library. Installation of a complex recording system to handle a small number of titles would be expensive, and as pointless as installing in a large library system which is not flexible enough to deal effectively with a great number of periodical titles. In both cases more staff time will need to be spent in recording periodicals than is necessary. It is pertinent to add, however, that the correct procedure to adopt in installing a record system is to assume considerable growth in the number of titles taken and to select a system capable of expansion without breaking down.

Periodical Statistics

	Merve H. Stern Memorial Library	Lister Hill Library of Health Sciences
Periodicals Bound	11,660	79,143
Current Subscriptions	5,222	1,996
Total Periodicals	16,882	81,459

The Merve H. Stern Memorial Library and the Lister Hill Library of Health Sciences on campus offer a wide variety of periodical titles to students and faculty. Finally, periodical titles that fall in multidisciplinary areas including biomedical engineering, medical sociology, medical economics, biomathematics and biophysical sciences are acquired cooperatively by both libraries. Every effort is made not to duplicate materials in the two libraries. Faculty members and students in these areas are affiliated both to the University College

and the Medical Center and both libraries have an obligation to support the current teaching and research needs.

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